

MELROSE BUSINESS IMPROVEMENT ASSOCIATION

0800

Duckworth Consulting

6/6/2018

653.00
167.54
255.85
404.00
271.18
471.31
1,111.80

Banc of California 371 Reimb. Expenses

3,334.68

DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

May 9, 2018

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

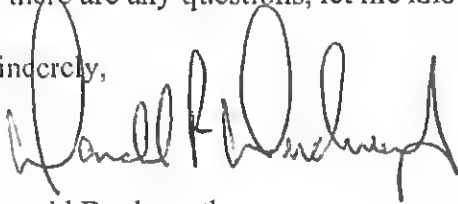
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$3,334.68. The details for all of these expenses are described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Duckworth", written over the word "Sincerely,".

Donald Duckworth
Principal

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
May 9, 2018**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
5/22/2018	Parking @ City Hall for BID Renewal Hearing	\$10.00	AMEX
5/9/2018	FB Ads	\$140.00	AMEX
5/9/2018	Petition Meeting with Deny, Silvia @ Starbucks	\$13.45	AMEX
5/8/2018	Parking @ City Hall for Engineer Report Drop Off	\$2.50	VISA
5/2/2018	Storage Unit	\$224.00	AMEX
4/11/2018	Printing of MBIA BID Newsletter	\$555.90	AMEX
4/10/2018	Office Assistant Hrs	\$404.00	CHECK
4/5/2018	AT&T Office Line	\$154.01	AMEX
4/5/2018	Meeting w/ Athens Amanda Mejia	\$11.92	VISA
4/3/2018	Storage Unit	\$224.00	AMEX
3/26/2018	UPS - Check Mallouts	\$38.52	VISA
3/19/2018	Printing of MBIA Newsletters	\$555.90	AMEX
3/14/2018	LAUSD Lunch Meeting Re: Valet Parking	\$34.84	VISA
3/5/2018	AT&T Office Line	\$317.30	AMEX
3/3/2018	Storage Unit	\$205.00	AMEX
3/2/2018	FB Ads	\$131.18	AMEX
2/24/2018	BID Renewal Lunch meeting w/ Neiman Family	\$95.00	AMEX
2/20/2018	UPS - Check Mailouts	\$96.30	VISA
2/9/2018	BID Meeting Copies	\$91.17	VISA
1/17/2018	BID Meeting Copies	\$29.89	VISA
Total Reimbursement Request		<u>\$3,334.68</u>	

MELROSE BUSINESS IMPROVEMENT ASSOCIATION

0753

Duckworth Consulting

2/8/2018

205.00
479.16
1,242.83
694.00
144.79
866.25
10.00
153.10
211.98

Banc of California 371 Reimb. Expenses

4,007.11

DUCKWORTH
CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

February 5, 2018

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

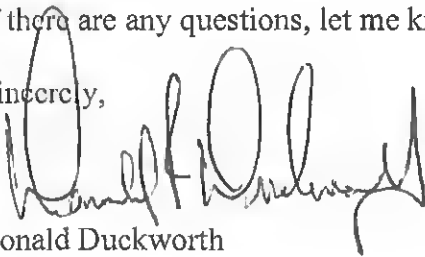
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$4,007.11. The details for all of these expenses are described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donald Duckworth', written over the word 'Sincerely,'.

Donald Duckworth
Principal

Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
2/5/2018

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
2/5/2018	Melrose Renewal Booklets	\$1,242.83	AMEX
2/5/2018	Office Assist Hours	\$694.00	CHECK
2/3/2018	Storage Unit	\$205.00	AMEX
2/1/2018	Melrose Mixer	\$866.25	AMEX
1/19/2018	Melrose Meeting with Deny W, Silvia W, Iris Sela, Bro Sela, DRD	\$122.09	AMEX
1/19/2018	Melrose Meeting Parking: KS + Janice Hardoon	\$8.00	CASH
1/19/2018	UPS Shipping - Checks (2x)	\$19.26	VISA
1/16/2018	Franchise Tax Board	\$10.00	CHECK
1/15/2018	ATT Phone Line	\$153.10	AMEX
1/12/2018	MBIA Meeting Copies	\$7.12	AMEX
1/11/2018	Meeting with Marketing Manager	\$151.13	AMEX
1/11/2018	Parking for meeting	\$8.00	CASH
12/8/2017	UPS Shipping - Checks (4x)	\$37.12	VISA
12/6/2017	MBIA Meal & Mtng w/ IF & Marketing Com	\$189.94	AMEX
11/30/2017	UPS Shipping- Checks	\$148.48	AMEX
Various	Facebook Ads Reimb	\$144.79	AMEX
Total Reimbursement Request		\$4,007.11	

MELROSE BUSINESS IMPROVEMENT ASSOCIATION

0733

Duckworth Consulting

1/15/2018

XMas event

205.00
1,493.48
75.07
16.00
139.20
99.00

Banc of California 371 Reimb. Expenses

2,027.75

DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

January 5, 2018

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

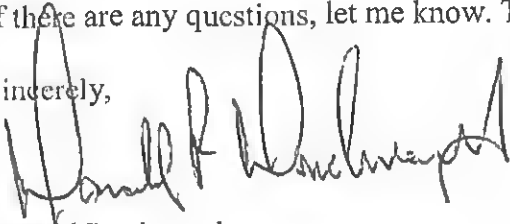
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$2,027.75. The details for all of these expenses are described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Duckworth", written over a horizontal line.

Donald Duckworth
Principal

Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
January 5, 2018

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
1/5/2018	Site USA Demographic stats for Farmers Market Pkg	\$99.00	AMEX
1/5/2018	Storage Unit Rental Jan 2018	\$205.00	AMEX
12/6/201	Christmas Event	\$1,493.48	AMEX
11/29/2017	Work Session w/ Kim Sudhalter	\$75.07	VISA
11/20/2017	Parking @ City Hall for BID Renewal Meeting	\$16.00	CASH
10/16/2017	BID Checks UPS (7x)	\$64.98	VISA
9/5/2017	BID Checks UPS (8x)	\$74.24	VISA
	Total Reimbursement Request	\$2,027.75	

MELROSE BUSINESS
IMPROVEMENT ASSOCIATION
1934 WILSON AVE
ARCADIA, CA 91006-1744

BANC OF CALIFORNIA, NA
90-437711222

0731

12/1/2017

PAY TO THE ORDER OF Duckworth Consulting

\$ **5,033.47

Five Thousand Thirty-Three and 47/100 ***** DOLLARS

Duckworth Consulting
1934 Wilson Avenue
Arcadia, CA 91006-1744

Reimb. Expenses

[Signature]

MELROSE BUSINESS IMPROVEMENT ASSOCIATION

Duckworth Consulting

0731

12/1/2017

709.00	
913.79	
37.50	
1,435.00	
186.32	
47.01	
265.04	
729.07	
327.75	
300.00	
82.99	
	parking
	FB
	postcards
	National Night Out photo booth

Banc of California 371 Reimb. Expenses

5,033.47

DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

December 4, 2017

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

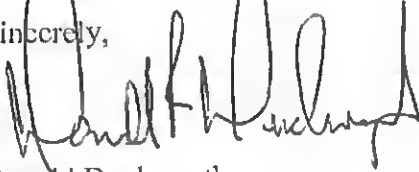
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$5,033.47. The details for all of these expenses are described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donald Duckworth', written over a light blue circular stamp.

Donald Duckworth
Principal

Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
December 4, 2017

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
12/4/2017	AT&T Office Line	\$193.23	AMEX
12/4/2017	Storage Unit	\$205.00	AMEX
11/28/2017	FB Ads	\$114.95	AMEX
11/13/2017	AT&T Office Line	\$448.02	AMEX
11/12/2017	Storage Unit	\$205.00	AMEX
10/31/2017	FB Ads	\$190.00	AMEX
10/30/2017	Parking	\$16.00	VISA
10/16/2017	Reimbursement	\$78.00	CHECK
10/12/2017	Storage Unit	\$205.00	AMEX
10/12/2017	FB Ads	\$216.34	AMEX
10/11/2017	Parking Re: MBIA Meeting	\$8.00	CASH
10/11/2017	Parking Re: Melrose Renewal	\$13.50	CASH
9/26/2017	Meeting with Marketing Manager	\$31.60	AMEX
9/25/2017	Office Assistant Hrs	\$709.00	CHECKINGS
9/12/2017	Storage Unit	\$205.00	AMEX
9/7/2017	Parking Day Postcards	\$327.75	AMEX
9/7/2017	AT&T Office Line	\$136.81	AMEX
9/3/2017	Storage Unit	\$205.00	AMEX
9/1/2017	Committee Mtng w/ DW, SW, KS, DRD @ Off Vine	\$133.89	AMEX
9/7/2017	Melrose BID City Clerk Meeting	\$10.00	AMEX
8/31/2017	UPS Check Distribution	\$88.52	AMEX
8/29/2017	FB Ads	\$207.78	AMEX
8/18/2017	Storage Unit	\$205.00	AMEX
8/1/2017	National Night Out Photo Booth Service	\$300.00	AMEX
8/1/2017	AT&T Office Line	\$135.73	AMEX
7/31/2017	UPS Check Distribution	\$97.80	VISA
7/14/2017	BID Meeting Copies	\$47.01	AMEX
7/14/2017	Tabs for BID Meeting Packets	\$4.99	AMEX
7/12/2017	Storage Unit	\$205.00	AMEX

5/8/2017

Committee Meeting with KS/DW/SW

\$89.55

VISA

Total Reimbursement Request

\$5,033.47

MELROSE BUSINESS
IMPROVEMENT ASSOCIATION
1934 WILSON AVE
ARCADIA, CA 91006-1744

BANC OF CALIFORNIA, NA
90-43771222

0684

8/7/2017

PAY TO THE ORDER OF Duckworth Consulting

\$ 4,020.95

Four Thousand Twenty and 95/100 ***** DOLLARS

Duckworth Consulting
1934 Wilson Avenue
Arcadia, CA 91006-1744

[Signature]

Reimb. Expenses



MELROSE BUSINESS IMPROVEMENT ASSOCIATION

Duckworth Consulting

8/7/2017

0684

parking

FB

412.70
134.46
68.50
528.52
205.00
58.07
113.28
251.05
250.00
1,999.37

Banc of California 371 Reimb. Expenses

4,020.95

DUCKWORTH
CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

July 11, 2017

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

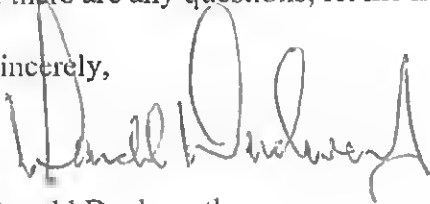
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$4,020.95. The details for all of these expenses are described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donald Duckworth", written over a light blue horizontal line.

Donald Duckworth
Principal

Melrose Business Improvement Association BID
Expense Reimbursement Request Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
7/11/2017	Office Assist Hours	\$412.70	CHECK
7/11/2017	ATT Phone Line	\$134.46	AMEX
7/6/2017	MBIA Quarterly Report Delivery - Parking	\$2.50	VISA
7/5/2017	Newsletter	\$528.52	AMEX
6/11/2017	Storage Unit	\$205.00	AMEX
6/9/2017	BID Meeting Copies	\$58.07	VISA
6/9/2017	MBIA Meeting re Parking w/ DW & SW & DRD	\$66.00	AMEX
5/31/2017	UPS Shipping Reimb - BID Checks	\$113.28	AMEX
5/10/2017	Lunch Mtng: DW, SW, DRD, KS, Robert Oliver	\$161.50	VISA
5/8/2017	Lunch Mtng: DW, SW, KS, DRD	\$89.55	VISA
3/30/2017	Facebook Ads	\$250.00	AMEX
2/8/2017	Trash Receptacle Plaques	\$1,999.37	AMEX
	Total Reimbursement Request	\$4,020.95	

DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

May 31, 2017

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

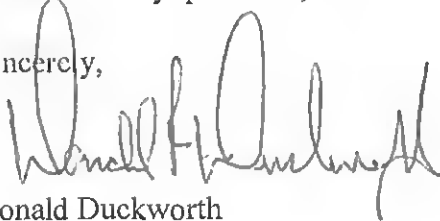
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$7,549.08. The details for all of these expenses are described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donald Duckworth", written over the word "Sincerely,".

Donald Duckworth
Principal

Duckworth Consulting

6/6/2017

office asst	1,298.50
storage	1,331.30
parking	33.00
telephone	763.81
copies/mail	451.66
Future Vision	250.51
	237.63
	1,368.09
	426.30
	900.00
jackets	309.91
	178.37

Banc of California 371 Reimb. Expenses

7,549.08

MELROSE BUSINESS IMPROVEMENT ASSOCIATION

0647

Duckworth Consulting

6/6/2017

office asst	1,298.50
storage	1,331.30
parking	33.00
telephone	763.81
copies/mail	451.66
Future Vision	250.51
	237.63
	1,368.09
	426.30
	900.00
jackets	309.91
	178.37

Banc of California 371 Reimb. Expenses

7,549.08

TEL 626.355.0041 , FAX 626.836.0867

May 31, 2017

Mr. Deny Weintraub
 President
 Melrose Business Improvement Association
 6720 Melrose Avenue
 Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

Dear Mr. Weintraub:

Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
May 31, 2017

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
5/31/2017	Office Assistant Hours April 28 to May 25, 2017	\$676.00	CHECK
5/31/2017	ATT Phone Line April + May	\$270.27	VISA
5/26/2017	Storage Unit	\$247.30	VISA
5/23/2017	Perking for Melrose BID Zoning Hearing for Blackbird	\$7.50	AMEX
5/17/2017	Parking for Darnell + Robert Oliver Mtng @ City Hall	\$8.00	VISA
5/11/2017	BID Meeting Copies	\$29.96	VISA
5/1/2017	Melrose Future Vislon Report Stickers	\$102.53	AMEX
4/27/2017	John Darnell Plaque - Shaffer Awards	\$157.63	VISA
4/11/2017	AT&T - Office Line	\$260.64	AMEX
4/6/2017	BID Meeting Packets	\$62.67	VISA
4/5/2017	Parking for Quarterly Report Drop Off @ City Hall	\$2.50	VISA
4/5/2017	Office Assistant Hours April 1 to April 5 & May 30	\$335.00	CHECK
4/4/2007	Melrose Brokers Meeting	\$385.28	AMEX
4/4/2017	Merchant Mixer	\$426.30	AMEX
4/3/2017	Storage Unit	\$205.00	AMEX
3/30/2017	Survey Distribution	\$80.00	CHECK #6883
3/28/2017	Meeting Copies	\$54.50	VISA
3/27/2017	Meeting with Deny & Silvia Weintreub	\$75.58	AMEX
3/23/2017	Mtng w/ Casey Parker re Johnny Rockets Reuse	\$38.76	AMEX
3/20/2017	Melrose Farmers Market Meeting (KS, Cynthia Rogers, DRD)	\$42.87	VISA
3/20/2017	Future Vision Report Binding	\$11.94	VISA
3/17/2017	UPS - Checks	\$71.73	VISA
3/15/2017	Trimming Land Re: Ficus Trees Trimming @ Groundlings	\$900.00	CHECK #6879
3/9/2017	UPS - Checks	\$38.53	VISA
3/9/2017	FB Ads Charged to AMEX	\$125.00	AMEX
3/7/2017	AT&T - Office Line	\$124.86	AMEX
3/5/2017	Storage Unit	\$293.00	CHECK #6875
2/27/2017	Meeting with Dan Laibman, Isack Fadlon, DRD	\$59.86	AMEX

2/24/2017	Meeting with Deny, Silva	\$81.45	VISA
2/22/2017	New Restaurant & Valet Parking Meeting	\$131.47	VISA
2/16/2017	M&P Com Meeting IF, Justin, DRD, Lindsay K	\$94.12	AMEX
2/13/2017	Office Assistant Hours	\$287.50	CHECK
2/10/2017	MBIA BID Meeting Packets	\$17.82	AMEX
2/8/2017	Future Vision Packets for MBIA	\$136.04	VISA
2/3/2017	Storage Unit	\$293.00	AMEX
1/31/2017	Parking for City Council Meeting re Street Vending	\$15.00	VISA
1/30/2016	Facebook Ads	\$184.91	AMEX
1/25/2017	Committee Meeting with IF,PB, KS, DRD	\$94.55	AMEX
1/20/2017	Meeting with President Weintraub & Silvia Weintraub	\$82.86	AMEX
1/12/2017	MBIA Meeting Copies	\$47.96	VISA
1/9/2017	ATT Office Line	\$108.04	AMEX
1/3/2017	Storage Unit - January	\$293.00	VISA
12/23/2017	Meeting with Mott Smith, DW, SW, DRD	\$92.41	VISA
12/16/2016	Meeting with Marketing Director re Work Planning	\$65.77	AMEX
12/12/2016	BID Event Mtng IF, JC, DRD, etc	\$92.00	AMEX
12/9/2016	Meeting Re: Parking + Homeless Issue	\$31.11	VISA
12/9/2016	Security Ambassador Jackets	\$178.37	AMEX
11/11/2016	BID Meeting Packet Copies	\$21.69	AMEX
9/15/2016	BID Meeting Copies RE: Accomplishments 2016	\$11.57	VISA
9/15/2016	BID Meeting Copies	\$44.08	VISA
7/1/2016	BID Meeting Copies	\$1.27	VISA
7/1/2016	BID Meeting Copies	\$49.88	VISA
	Total Reimbursement Request	\$7,549.08	

MELROSE BUSINESS
IMPROVEMENT ASSOCIATION
1934 WILSON AVE
ARCADIA, CA 91006-1744

BANC OF CALIFORNIA, NA
90-43771222

0618

3/8/2017

PAY TO THE ORDER OF Duckworth Consulting

\$ **4,966.59

Four Thousand Nine Hundred Sixty-Six and 59/100***** DOLLARS

Duckworth Consulting
1934 Wilson Avenue
Arcadia, CA 91006-1744

MEMO

Reimb. Expenses

Carrie M. Duckworth

MP

Printed on Back



IntelliCheck Secure Check

**DUCKWORTH
CONSULTING**

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

February 3, 2017

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

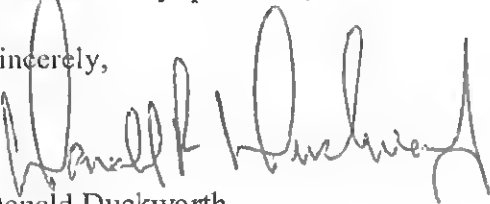
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$4,966.59. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,



Donald Duckworth
Principal

0618 paid
3.8.17



Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
February 3, 2017

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
12/29/2016	Storage Unit - December	\$335.30	AMEX
12/28/2016	Facebook Ads	\$220.00	AMEX
12/19/2016	Facebook Ads	\$130.00	AMEX
12/13/2016	Melrose BID Parking	\$7.00	CASH
12/12/2016	Melrose BID Board Social Meeting	\$1,193.25	AMEX
12/7/2016	Embroidery / Printing for Ambassador Shirts & Jackets	\$709.59	AMEX
12/2/2016	Storage Unit Disposal of BID Decorations	\$488.00	VISA
11/23/2016	Storage Unit - November	\$335.30	AMEX
11/7/2016	3 Yellow Valet Parking Umbrellas for BID	\$584.55	AMEX
10/21/2016	Storage Unit - October	\$335.30	VISA
9/20/2016	Storage Unit - September	\$335.30	VISA
8/3/2016	Storage Unit - August	\$293.00	AMEX
	Total Reimbursement Request	\$4,966.59	

MELROSE BUSINESS IMPROVEMENT ASSOCIATION			0588
Duckworth Consulting		12/8/2016	
	shirt screening		60.87
			604.95
			372.50
	shirt order		948.15
			285.45
Banc of California 371 Reimb. Expenses			2,271.92

DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

December 8, 2016

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

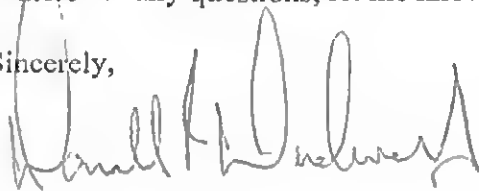
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$2,271.92. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Donald Duckworth', written over a light blue circular stamp.

Donald Duckworth
Principal

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
December 8, 2016**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
12/8/2016	AT&T Office Line	\$60.87	AMEX
12/7/2016	BID Ambassador - Shirt Screening	\$604.95	AMEX
12/5/2016	Office Assistant Hrs	\$372.50	CHECK
12/4/2016	Neighborhood Mixer	\$948.15	AMEX
11/26/2016	BID Ambassador - Shirt Order	\$285.45	VISA
Total Reimbursement Request		<u>\$2,271.92</u>	

DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

November 16, 2016

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

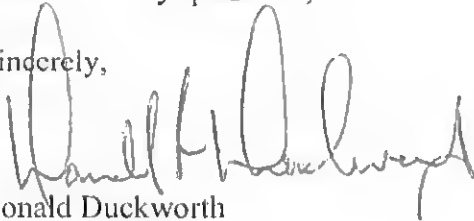
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$5,257.22. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Donald Duckworth', written over a light blue horizontal line.

Donald Duckworth
Principal

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
16-Nov-16**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
11/16/2016	Marketing - Melrose BID Map	\$3,682.02	AMEX
11/14/2016	Melrose Logo - Clear Decals for Map Display	\$245.25	AMEX
11/14/2016	FB Ads Boosts	\$279.57	AMEX
11/14/2016	AT&T Phoneline	\$61.15	AMEX
11/14/2016	MBIA - e-File Tax Exempt Form	\$10.00	CHECK
11/4/2016	Meeting w/ Isack F re M&P Program	\$77.50	AMEX
11/3/2016	Accomplishments Printing	\$268.14	AMEX
10/31/2016	BID Meeting w/ DW & SW re Database & BID Issues	\$72.50	AMEX
10/28/2016	BID Mtng w/ KS re Design Dist Property Owner Mtng planning, & other M&P issues	\$130.09	AMEX
10/24/2016	Excel Parcel Listings	\$431.00	CHECK
10/27/2016	Melrose Database Data Entry	\$105.00	CHECK
8/12/2016	Melrose BID Meeting w/ Kamshah x2 & KS & DRD re how to market Melrose	\$160.34	AMEX
	Total Reimbursement Request	<u>\$5,257.22</u>	

DUCKWORTH CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

November 3, 2016

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

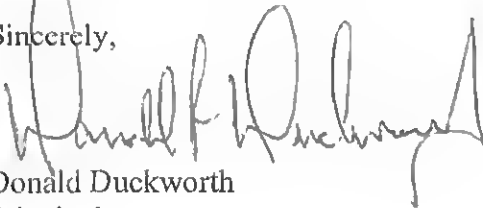
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$3,149.54. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Donald Duckworth', written over a light blue horizontal line.

Donald Duckworth
Principal

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
November 3, 2016**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
10/14/2016	MBIA Meeting F/U & Assignments w/ KS	\$108.85	AMEX
10/7/2016	Management meeting w/ DW, SW, DRD	\$86.04	AMEX
9/30/2016	Facebook Ad Payments	\$139.96	AMEX
9/30/2016	Lunch Meeting with Mott Smith Re: Future Vision Report	\$25.86	DEBIT
9/27/2016	Hollywood Chamber Meeting - Parkng	\$3.00	CASH
9/20/2016	Public Storage	\$335.30	AMEX
9/14/2016	M & P Committee Meeting w/ IF, KS, DRD	\$65.05	AMEX
9/13/2016	Pico Party Rentals - Park(ing) Day Furnishings, Fencing, & Carpet	\$2,335.60	AMEX
5/19/2016	MBIA BID Meeting Packets	\$49.88	VISA
Total Reimbursement Request		\$3,149.54	

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CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

July 3, 2016

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

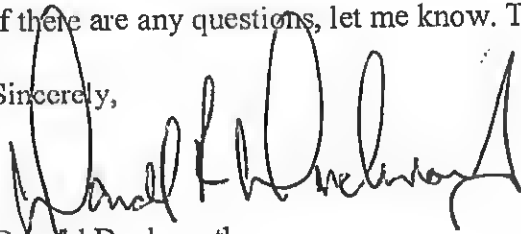
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$5,758.46. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Duckworth", written over the word "Sincerely,".

Donald Duckworth
Principal

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
July 3, 2016**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
7/3/2016	Stoage Unit Rentat	\$260.00	AMEX
6/28/2016	Printing of Post Cards for Merchant Mixer & Neighborhood	\$463.25	AMEX
6/27/2016	Printing of July BID News & 12 Reason Brochure	\$706.50	AMEX
6/20/2016	Office Assltant Expense	\$136.00	CHECK
6/17/2016	Printing - "See Something, Say Something" cards distributed	\$218.00	AMEX
6/8/2016	Parking @ City Hall for meeting @ CD5 re: benners	\$12.50	VISA
6/3/2016	Storage Unit Rental	\$260.00	VISA
5/19/2016	Metrose Board Peckets / Copies	\$6.37	VISA
5/18/2016	Meeting with Isack F & M&P Committee	\$179.14	AMEX
5/13/2016	Meeting with Kim & Pierson Re: Farmers Market	\$77.87	AMEX
5/12/2016	Office Assltant Expense	\$429.65	Check
5/5/2018	Printing of Security Ambassador Decal Stickers /	\$531.38	AMEX
5/5/2016	Security Ambassador Shirts Screening / Embrlodery	\$604.95	VISA
5/4/2016	ATT - Office Line	\$60.45	AMEX
5/4/2016	Marketing and Promotions Meeting w/ Kim	\$66.41	VISA
5/3/2016	Storage Unit Rental for May	\$260.00	VISA
5/2/2016	Cilly Clerk Copies	\$65.19	VISA
4/26/2016	Security Ambassador Shirts	\$220.15	VISA
4/25/2016	Marketing: Business Cards for Riley / Newsletter Printing Cost	\$579.66	AMEX
4/11/2016	Meeting with Security Ambassador & Kim	\$59.62	AMEX
4/9/2016	Meeting w/ Mark Mireles & Riley Sherwood (Sat)	\$15.95	AMEX
4/5/2016	Meeting w/ Kim S, Pierson B, DRD re Farmers Market	\$72.00	AMEX
4/1/2016	ATT - Office Line	\$70.47	AMEX
3/23/2016	Public Storage Rent (Discount)	\$63.87	VISA
3/22/2016	Public Storage Rent - March	305.79	VISA
3/11/2016	MBIA BID Meeting Copies	\$7.09	AMEX
Total Reimbursement Request		\$5,766.46	

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1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

March 15, 2016

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

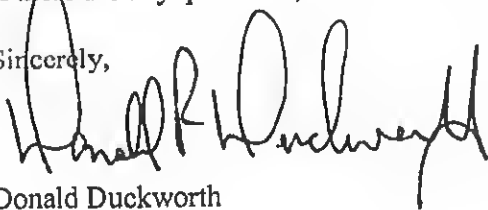
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$2,902.10. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Duckworth", written over the word "Sincerely,".

Donald Duckworth
Principal

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
March 15, 2016**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
3/24/2016	m&p Mtg w/ KS & DRD: Newsletter prep; full program review	\$73.22	AMEX
3/16/2016	Sign Factory for 3 BID Valet Parking Umbrellas	\$777.70	AMEX
3/15/2016	Office Assistant Expense	\$296.70	CHECK
3/12/2016	Zip ties for Melrose BID Parking Signs	\$7.62	VISA
3/10/2016	Parking @ d/t for Perkins & Will Mtg Re: Report Revision	\$12.00	VISA
3/10/2016	Parking for BID Consortium Mtg. Re: Sidewalk Repair	\$10.00	CASH
3/9/2016	MBIA Board Meeting Packets	\$144.40	VISA
3/7/2016	Printing of Banner for Elementary School Fence: "Parking"	\$119.90	AMEX
3/5/2016	AT&T Office Line	\$60.46	AMEX
2/23/2016	Valentine's Day Window Competition/Trophy	\$70.65	AMEX
2/2/2016	AT&T Office Line	\$60.43	AMEX
1/27/2016	Lunch @ City Hall for ZA Hearing on Hey Project Melrose Parking Hearing	\$11.45	VISA
1/26/2016	Marketing & Planning Lunch Meeting @ TVI w/ DW, SW, PB, IF, KS, DRD	\$122.46	AMEX
1/23/2016	Batteries for the Umbrellas at the Valet Stations	\$16.34	VISA
1/22/2016	Valet Parking Meeting @ TVI w/ DW, SW, Margaret, Jeff, DRD	\$62.32	AMEX
1/19/2016	M&P Group Meeting & TVI w/ IF, PB, JD, KS, Dave, DRD	\$132.27	AMEX
1/16/2016	AT&T Office Line	131.52	AMEX
1/15/2016	Valet Parking Meeting w/ DW, SW, Jeff, DRD @ TVI	\$21.35	AMEX
1/7/2016	MBIA Meeting Snacks	\$4.19	Cash
1/7/2016	MBIA Meeting Packets	\$112.56	VISA
12/30/2015	MBIA Office Supplies	\$27.57	AMEX
12/16/2015	M&P Meeting @ Blu Jam w/ IF, KS, Lenore fr CalPoly re Architectural Recommendations	\$107.62	AMEX
12/11/2015	MBIA Meeting Snacks	\$9.49	VISA
12/1/2015	USB Flash Drive for Eugene VanClee	\$24.39	AMEX
12/1/2015	Office Assistant Expense	\$221.60	CHECK
11/19/2015	MBIA Meeting Copies	\$10.05	VISA
11/18/2015	Parking for Hollywood Chamber / Melrose BID Presentation	\$12.50	VISA
11/17/2015	Parking @ City Hall for Melrose BID CVS Hearing	\$6.00	VISA
11/16/2015	Parking @ City Hall for Sidewalk Repair Meeting	\$16.00	VISA
11/13/2015	MBIA M&P Committee Meeting	\$136.43	VISA
11/13/2015	MBIA BD Meeting Agenda Packets	\$21.40	AMEX

11/8/2015	Melrose Quarterly Report Copies	\$28.07	VISA
11/5/2015	Melrose Quarterly Report Binders	\$5.24	AMEX
11/5/2015	Melrose Quarterly Report Copies	\$25.38	AMEX
11/5/2015	Melrose Notebooks - MBIA Presentation of Quarterly Reports Responding to Anat Issues	\$16.32	AMEX
11/3/2015	AT&T Phone Line	\$60.32	AMEX
	Total Reimbursement Request	<u>\$2,002.10</u>	

DUCKWORTH
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1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

May 2, 2014
(Rev)

Mr. Deny Weintraub
President
Melrose Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

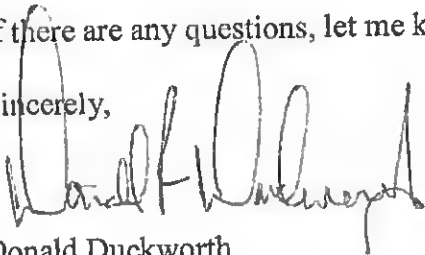
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$938.29. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,



Donald Duckworth

Pd ck#119
5/8/14

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
May 2, 2014**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
4/25/2014	<u>Flyer Printing 5,000</u>	\$190.76	AMEX
4/29/2014	Chris Doyle, Original7, FameFest May 2014 graphics	\$200.00	PayPal
5/1/2014	FameFest May 2014 Flyer Distribution	\$70.00	Cash
5/1/2014	FameFest May 2014 Security	\$100.00	Cash
5/1/2014	FameFest May 2014 Portable Toilet	\$213.36	AMEX
5/1/2014	FameFest May 2014 Misc Expenses (cups, nails, arm bands, tape	\$164.18	Check # 8382
	Total Reimbursement Request	<hr/> \$938.29	

DUCKWORTH
CONSULTING

1934 WILSON AVENUE, ARCADIA, CALIFORNIA 91006-1744
TEL 626.355.0041 . FAX 626.836.0867

June 13, 2014

Mr. Deny Weintraub
President
Melrosc Business Improvement Association
6720 Melrose Avenue
Los Angeles, CA 90046

Re: Invoice for Cash / Check / Credit Card Expenses

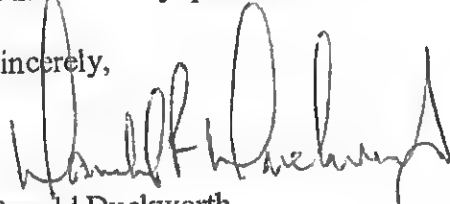
Dear Mr. Weintraub:

This Invoice is the reimbursement of cash / check/ credit card expenses on behalf of the Melrose Business Improvement Association, and is presented in accordance with our agreement for project management services.

These expenses total \$1,050.82. The details for all of these expenses is described on the attached summary and supported by receipts that are also attached.

If there are any questions, let me know. Thank you.

Sincerely,



Donald Duckworth

Pl. #13
6/13/14

**Melrose Business Improvement Association BID
Expense Reimbursement Request Detail
June 13, 2014**

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
5/30/2014	A1 Flyer Distribution - June FAMEFest Event	\$300.00	Cash
5/30/2014	FameFest June 2014 Misc Expense Adv to Kim Sudhalter	\$200.00	Cash
6/2/2014	Facebook Ad	\$25.16	AMEX
6/4/2014	Special Event Insurance	\$242.00	AMEX
6/5/2014	June FAMEFest Security	\$220.00	Check # 6405
6/5/2014	FAMEFest Expense Reimb to Kim Sudhalter	\$63.66	Check # 6406
	Total Reimbursement Request	\$1,050.82	